



NOTES FROM THE DIRECTORS

OSA OFFICE HOURS WEBINAR

Our next OSA Office Hours webinar is scheduled for Thursday, March 16th from 9:30 - 10:30. We'll highlight the information regarding upcoming Spring test administration in this webinar. Access information for the webinar is as follows:

- From your computer, go to the [GlobalMeet login page](#).
- Choose "Enter as a guest."
- Enter your name and email address (you do NOT need to "Register").
- Click "JOIN MEETING."
- Connect audio. The preferred option is to "Call My Phone." (*A supplemental calendar invite containing a one-page audio connection reference guide will be emailed prior to the webinar.*)

If you are not able to join us, the recorded webinar will be available on our website within about a week.

Forward and DLM Assessments

Please ensure your Forward and DLM confidentiality agreements are signed and returned to osamail@dpi.wi.gov before the start of the test window, March 20th.

~Viji

Viji Somasundaram, Director - Office of Student Assessment

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

Forward Exam

- **NEW - Test Administration Manual Update**
 - Please note that we have made a small change on the test administration script located in the Test Administration Manual. No content has been changed, just the arrangement of a small section. This change applies only to pages 21 and 22. The most updated version of the manual is now available on our website and should be used for testing.
- **REMINDER - Listening Scripts Accommodation**
 - We have been getting many requests for the listening scripts accommodation. This accommodation will only be approved for a very few number of students across the state. As a reminder, listening scripts may be provided to test administrators working with students who are deaf or hard of hearing that are unable to access the embedded listening passages via the embedded audio through VSL or closed captioning. The Test Examiner should read the passages aloud to the student, allowing the student access to view the Test Examiner's face while reading.

If you have questions about this accommodation, please email osamail@dpi.wi.gov for clarification.

- **REMINDER - Text Dependent Analysis Checklist**

- It is important to note that the TDA checklist included in the TDA Sampler will not be available during test administration. It is important that students review and prepare with this question type in the OTTs and the TDA sampler ahead of time.

- **REMINDER - Online Tools Trainings**

- As you know, the Online Tools Training (OTTs) were released last week. As a reminder, the OTTs provide a hands-on preview of the item types included in the Wisconsin Forward Exam. Students can practice signing on, selecting a test session, responding to different item types, using the many tools available in the testing system, and navigating the review screen.

Test Administrators and students may notice that some items are repeated in the TDA (session 1) and Reading (session 4) sessions of the ELA OTTs. Items are also repeated within grade bands of 3-4, 5-6, and 7-8 ELA OTTs. Please be aware that this will not be the case for the actual test. More information about this is included in the [Test Administration Manual](#), page 12.

- **REMINDER - New Resources Available**

- [Test Administration Manual](#)
- [eDIRECT User Guide - Students and Testing](#)
- [Student Tutorials](#)
- [Administrator Tutorials](#)
- [Online Tools Trainings](#)
- [2017 Forward Exam DAC Pretest Training - Recorded Version](#)
- [District and School Assessment Coordinator Guide](#)

- **REMINDER - Online Technology Q & A Sessions -Registration links below!**

- DRC will be hosting one more online technology Q & A session to ensure that districts are ready for the 2017 administration of the Forward Exam.
 - March 15, 1:00pm - 2:30pm [Register Here](#)
- Reminder - A DTC training was held in October 2016. Please make sure you have reviewed the training before registering for the Q & A. The recorded version is available on our [website](#).
 - Recorded versions of the January and February Online Technology Q & A Sessions is now available on the [Forward technology requirements webpage](#).

- **REMINDER - Student Information System (SIS) and Student Data Updates**

- In order to make uploading accommodations easier for districts, DPI and DRC have developed the following timeline:

February 2	DPI created a student demographic data file from data submitted by districts through WISEdata.
February 6 - February 17	DRC prepares downloadable files for each district. Files will be delivered through eDIRECT in multiple student upload (MSU) layout and can be edited to add accommodations and correct demographic data errors.

February 20 - March 5	<p>Window for districts to upload student accommodations (and any other student info changes) to eDIRECT via MSU.</p> <ul style="list-style-type: none"> • Users can upload an unlimited number of files. Files are processed in the order they are received. New files will overwrite older files. • Once the file is uploaded and accepted, users will be able to see the updated student information in eDIRECT. • If a user includes accommodations that don't apply to the content area/grade level, those will be ignored and will not cause the file to be rejected. • During this time, users will not be able to create or edit test sessions.
March 6 - March 10	DRC will assign test sessions during this time. Test setup functions in eDIRECT will be unavailable to districts.
March 13 - May 5	<p>Field can access test setup.</p> <ul style="list-style-type: none"> • Test sessions can be accessed and modified, if needed/desired. • Students can be transferred among districts. • Any changes to accommodations must be made via the eDIRECT user interface (UI). (Accommodations changes cannot be made via the MSU file after March 5) • Districts/schools are responsible for adding new students to 'test sessions for new students' added via the UI. DRC will automatically add students to test sessions if the students are added via the MSU.

ACT HIGH SCHOOL ASSESSMENTS

ACT with writing and ACT WorkKeys

- **NEW - Guidance on Returning Materials for Accommodations and Make Up Testing**
 - Wait until all accommodations testing completes before returning accommodation materials and return them together. There are separate procedures and return envelopes for packing the accommodations materials.
 - The scheduled FedEx pick up date for accommodations materials is March 16.
 - The scheduled FedEx pick up date for make up materials is March 23.
 - The accommodations and standard time materials cartons have different colored tape. Please return the materials in the cartons in which they were shipped.
 - See the biweekly ACT email sent from Jennifer Bell on 3/7 for a reference guide.
- **NEW - Ordering Materials for MakeUp Testing**
 - Refer to p. 59 of the Test Administration Manual for eligibility criteria for makeup testing.
 - **The ordering window for makeup date materials is still open.**
 - See emails from ACT sent 2/27 and 3/1 for [instructions on ordering makeup materials](#).
 - When ordering materials, place the order for "WI MakeUp Kit"

Aspire Early High School

- **NEW - Register for the Test Administration Training Webinar**
 - The webinar will be March 30 at 10am.
 - [Please register here.](#)

- **NEW - Aspire Timeline Highlights**

March 7	Deadline for school districts to make sure local student information system (SIS) is up-to-date and that data from their SIS are being regularly “pushed” through WISEdata to the DPI data warehouse.
March 8-10	DPI pulls 9 th and 10 th grade student data from WISEdata and uploads to ACT Aspire portal.
March 14-24	<p>After DPI uploads student information into Aspire portal:</p> <p>Test coordinators confirm that student information is correct and make updates as necessary.</p> <p>Test coordinators enter Personal Needs Profiles (PNPs).</p> <p>Test coordinators create paper test sessions for students using Braille, large print, or ASL. Once a paper test session is created, the paper materials orders will be automatically sent to DPI for approval through the portal.</p>
March 14 - April 14	Test coordinators set up online test sessions.
March 30	<p>Deadline to upgrade to TestNav 8.8.</p> <p>If your Technology Coordinator has not updated the TestNav app since last spring (2016) then they will need to completely uninstall the previous version and reinstall to this most recent version of TestNav 8.8. If they have completed a TestNav upgrade after August 10, 2016, then they would not need to uninstall and reinstall; the system upgrades to 8.8 automatically upon initial start-up of the TestNav application.</p> <p>See the TestNav 8 Online Support page for details on upgrading to 8.8.</p>
See Schedule of Events and Checklist of Success for full Aspire calendar.	

- **REMINDER - View the Technology Readiness Webinar Recording**
 - Please encourage test coordinators and technology coordinators to view the recording of the Aspire Technology Webinar from 2/22.
 - Link to [recorded webinar](#)
 - Link to [PowerPoint slides](#)

Reading Readiness

- **REMINDER- REIMBURSEMENT REQUEST FORM**
 - On March 6, DACs should have received an email from DPI Forms Management asking them to submit the Reading Readiness Reimbursement Request Form. The instructions ask DACs to provide information on the number of students screened in the 2016-17 school year, the screening instrument(s) used, and the amount requested for reimbursement.
 - Deadline for submission of the form is April 7, 2017.
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ACCESS for ELLs

- **REMINDER - INFORMATION ON STANDARD SETTING IMPACTS**
 - Last summer WIDA undertook a Standard Setting. This revised the ACCESS for ELLs Cut Scores.
 - Student Progress will look different on ACCESS this year. Information is being released over the next few months [here](#).
 - Webinars Explaining Changes:
 - [March 10, 1:00pm – 2:00pm CT](#)
 - [March 14, 1:00pm – 2:00pm CT](#)
- **UPCOMING DEADLINES**
 - **3/7/2017-3/15/2017**
 - Pre-Reporting Data Validation in WIDA AMS
 - Data Validation guide [here](#).
 - Critical Student Demographics:
 - WISEid, Name, Grade, DOB
 - Ensure no split records; most common if booklet was mis-bubbled.
 - **4/21/2017**
 - Score Reports and data files received
 - **4/21/2017-5/4/2017**
 - Post-Reporting Data Validation Window

Dynamic Learning Maps (DLM)

- **NEW-** DLM test tickets will appear in Educator Portal once the test window opens on March 20th. Please remember that test tickets will only appear if a student has been rostered in each required content area and whose First Contact Survey (FCS) has been submitted.
- **NEW-** Test Administrators must complete the required training and agree to the security agreement in Educator Portal before they will receive test tickets for a student.
- **REMINDER** - The PowerPoint for the presentation entitled “*Who are Students with the Most Significant Cognitive Disabilities?*” is now posted on the [special education website](#). Additional, materials and guidance will be added to this page as they are finalized.
- **REMINDER - Spring Assessment Resources** - Materials Collections Lists have been posted on the Educator Resource Pages for [ELA](#), [Math](#) and [Science](#). These are lists of materials by subject and grade, including materials to use with alternate test forms for students with visual impairments. The lists contain materials commonly needed in testlets and materials that may be substituted unless the TIP specifically states that no substitutions are allowed. This gives test administrators more opportunity to prepare for the assessment before the testing window opens.

A Writing Testlet FAQ has also been updated for spring 2017 and added to the Educator Resource Pages. The DLM writing testlets assess a student’s ability to communicate using writing and the precursor skills that lead to writing. The FAQ details how writing testlets are

assessed in DLM testlets as well as how to prepare to administer a writing testlet as a test administrator.

- **REMINDER - Data Validations-** Districts should now have loaded all of their users, enrollments and rosters into the Educator Portal. Districts should be carefully checking the student demographics to make sure that grade levels are appropriate for the 16-17 school year, primary disability has been indicated correctly, student names are spelled correctly, etc. *Failure to verify data may have a significant impact on student testing and accountability.*
- **REMINDER-** DPI has created checklists for [Test Administrators](#) and [District Test Coordinators](#) with the required steps for the DLM assessment. We hope that you find these new tools helpful.
- **REMINDER- Districts with Students Attending State Schools, Lakeland School of Walworth County, or Syble Hopp Elementary and Secondary School of Brown County**
 - With the transition to WISEdata, these schools are now responsible for all DLM enrollment uploads. Districts with students attending these schools, should work with these providers to ensure they have all of the relevant information for the DLM uploads.

National Assessment of Educational Progress (NAEP) Selected Schools Only

- **The NAEP test window ends this week!**
 - Thanks to districts, schools, and students who participated in this assessment. We expect the state-level results to be released later this year.

DAC DIGEST DIGESTIBLES

Important Dates to Remember		
February	NAEP assessment window (Jan 30 - Mar 10)	NAEP
	Week of 2/6 or 2/13: Test coordinator receives initial shipment of nonsecure and secure materials depending on dates selected in PearsonAccessNext.	ACT/WK
	13-27: Window for schools to conduct pretest sessions for ACT and conduct room supervisor and proctor training.	ACT/WK
	20: eDIRECT test setup available	Forward
	20-March 5: Open Accommodations Add Window	Forward
	22: Deadline to submit additional orders for test materials	ACT/WK
	22: Aspire Technology Readiness Training Webinar, 2pm Register here	Aspire
	24: Deadline to complete required test administration training and security agreement before spring window before spring window	DLM
	24: Deadline to mark 'Braille' in student PNP for spring window	DLM
	24: Deadline to submit accommodations late consideration requests	ACT
	28: Initial test date for ACT	ACT
	28 - Mar 14: ACT accommodations testing window	ACT
March	1: Initial test date for WorkKeys	WK
	2: Test coordinator returns all initial test date materials via prescheduled FedEx pick up.	ACT/WK
	3: All data in Educator Portal should be finalized and validated for spring testing	DLM

March	1-3: Window to submit make-up order	ACT/WK
	1-15: WorkKeys accommodations testing window	WK
	7: Deadline for school districts to make sure local student information system (SIS) is up-to-date and that data from their SIS are being regularly "pushed" through WISEdata to the DPI data warehouse.	Aspire
	7-15: Pre-Reporting Data Validation Window	ACCESS
	8-10: DPI pulls 9 th and 10 th grade student data from WISEdata and uploads to ACT Aspire portal.	Aspire
	13-20: Window for schools to conduct pretest sessions for ACT make up date.	ACT
	14-24: Test coordinators confirm that student information is correct and make updates as necessary, enter Personal Needs Profiles (PNPs), and create paper test sessions for students using braille, large print, or ASL.	Aspire
	14 - April 14: Test coordinators set up online test sessions.	Aspire
	15: Pre-Reporting Data Validation Window Closes	ACCESS
	16: Test coordinator returns all accommodations test materials via prescheduled FedEx pick up.	ACT/WK
	16: OSA Office Hours Webinar	
	21: ACT make-up test date	ACT
	20: Forward and DLM test window opens	Forward/DLM
	22: WorkKeys make-up test date	WK
	23: Test coordinator returns all make-up test materials via prescheduled FedEx pick up.	ACT/WK
	30: Deadline to upgrade to TestNav 8.8	Aspire
	30: Aspire Test Administration Training Webinar, 10am	Aspire

Important Tasks to Remember		
<input type="checkbox"/> Review DAC Guide <input type="checkbox"/> Review Accessibility Guide and Training <input type="checkbox"/> Review Test Administration Manual <input type="checkbox"/> Review eDIRECT User Guide - Students and Testing <input type="checkbox"/> Practice with Online Tools Trainings		Forward
<input type="checkbox"/> Share TestNav upgrade information with technology coordinators. <input type="checkbox"/> Encourage Technology Coordinators to view the recorded Aspire Technology Readiness Webinar. <input type="checkbox"/> Submit orders for ACT and WorkKeys makeup test materials if needed. <input type="checkbox"/> Upgrade to TestNav 8.8 for Aspire testing. <input type="checkbox"/> Register for the Aspire Test Administration Training Webinar.		ACT High School Assessments
<input type="checkbox"/> Review Data Validation modules <input type="checkbox"/> Plan for Data Validation March 7-15		ACCESS
<input type="checkbox"/> Update secure browser for DLM KITE Client <input type="checkbox"/> Add new users, students and rosters to Educator Portal and <i>validate</i> the data <input type="checkbox"/> Encourage test administrators to complete the required test administrator training as early as possible <input type="checkbox"/> Print and distribute DLM Individual Student Reports (ISRs) from 15-16		DLM
<input type="checkbox"/> Submit the Reading Readiness Reimbursement Request Form by April 7, 2017 <input type="checkbox"/> Ensure relevant team members are aware of the information regarding reading readiness assessment at Reading Readiness Overview and Reading Readiness FAQ		Reading Readiness

Online Resource Highlights*

As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.

Resource	Description	Assessment
Accessibility Guide	Provides information for classroom teachers, English development educators, special education teachers, and related services personnel to use in selecting and administering universal tools, designated supports, and accommodations for students who need them.	Forward
DTC Training	Recorded District Technology Coordinator Training	Forward
District and Assessment Coordinator Guide	This guide provides District and School Assessment Coordinators in preparing for the Spring 2017 Forward Exam	Forward
Emergency and Inclement Weather Plan	ACT and WorkKeys Inclement Weather Plan	ACT/WorkKeys
Confidentiality Forms	DACs must submit signed confidentiality agreements to osamail@dpi.wi.gov before testing begins. School level test staff sign the appropriate form and it is kept on file at the school or district.	
Ordering Additional Materials Guide	Instructions for placing order for makeup testing materials.	
TestNav 8 Online Support page	Information on upgrading TestNav to 8.8	Aspire
Schedule of Events	Calendar of Aspire dates and deadlines - updated 2/9	
Technology Readiness Webinar	Recording of Aspire Technology Webinar	
ACCESS for ELLs Calendar	Provides an overview of relevant 2016-17 dates	ACCESS
WIDA Resources	Revamped training and manuals for 2016-17	
Educator Portal User Guide	Provides guidance and support for users navigating Educator Portal	DLM
Data Management Manual	Supports data managers with managing user, student, and roster data in Educator Portal	DLM
Test Administration Manual	Supports Test Administrators in preparing themselves and students for the DLM assessment	DLM
OSA Office Hours Webinar - 11/3 recording now posted	The DAC Resources and Trainings page will house our recorded webinar, as well as the accompanying PPT	General
Report Card Resources	Various resources to assist in understanding, explaining, and using the 2015-16 School and District Report Card data	OEA